



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	MANAGEMENT ANALYST II
3	Posting Number	PN# 106981
4	Department	PUBLIC WORKS & ENGINEERING
5	Division	Resource Management
6	Section	Budget Management
7	Reporting Location	611 Walker, 24 th Floor
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change		

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Researches, analyzes and monitors various financial and management reports. Assists in developing, preparing and evaluating financial and management reports. Identifies and implements solutions and systems to optimize results. Conducts audits and/or needs assessments to identify and document specific financial operating and management procedures and policies. May prepare training material for financial systems and conduct user training. May prepare documentation on financial systems and write user procedures. Performs other duties and special projects as requested.

10 **WORKING CONDITIONS**
The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Public Administration, Economics, Business Administration, Finance, Accounting, Political Science or a closely related field is required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Two (2) years of professional experience in Public Administration, budget analysis, finance, accounting or a closely related field are required.
A Master's degree in Public Administration, Economics, Business Administration, Finance, Accounting, Political Science or a closely related field may be substituted for the above experience on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**
Preference will be given to those applicants with experience with Microsoft Excel, Access and PowerPoint.

15 **SELECTION/SKILLS TESTS REQUIRED** None
However, the department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18
\$1,042 - \$1,417 Biweekly \$27,092 - \$36,842 Annually

18 **OPENING DATE** October 19, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9472.**

	An equal opportunity employer
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